



**Intensive In-Home Services  
FY 2022-23 Grant Year**

**REQUEST FOR GRANT APPLICATIONS (RFGA)  
INTENSIVE IN-HOME SERVICES**

**CFDA Number: 93.556**

**Posting Date: June 28, 2022**

<b>Your application <u>must</u> be submitted in a <u>sealed</u> package if mailed or in-person delivery. "IIHS Grant Application" and the Deadline/Closing Date (see below) must appear on package exterior.</b>	
<b>Deadline/Closing Date for Applications:</b>  <b>August 2, 2022 at 11:00AM EST</b>	<b>Must Be Received At:</b> <b>SCDSS State Office-Procurement Division</b> <b>1535 Confederate Avenue Ext.</b> <b>Columbia, SC 29201 or <a href="mailto:dssprocurement@dss.sc.gov">dssprocurement@dss.sc.gov</a></b> <b>(preferred method is Email)</b>  <b>No Later Than August 2, 2022 11:00AM EST</b>
<b>Submit your sealed package to either of the following addresses:</b>	
<b>MAILING ADDRESS:</b>	<b>PHYSICAL ADDRESS:</b>
SCDSS State Office-Procurement Division Attn: Shaneka McDaniel-Oliver P.O. Box 1520 Columbia, SC 29202-1520	SCDSS State Office-Procurement Division Attn: Shaneka McDaniel-Oliver 1535 Confederate Avenue Ext. Columbia, SC 29202

SCDSS offers this Request for Grant Applications (RFGA) for the funds administered by SCDSS for the State of South Carolina. Applications acceptable for consideration as part of this grant program are those that support the activities, goals, and objectives outlined in the scope of services. Grant funds may not be used for any other purpose. SCDSS reserves the right to determine whether a proposal falls within the scope of activities and is eligible for consideration under the stated guidelines. SCDSS will only accept applications during the Request for Grant Applications period. Applications will be evaluated by a panel of subject matter experts and will be scored based on the award criteria stated in Section III of this RFGA.

SCDSS will make two awards, one in the Upstate region and one in the Midlands region. The total dollar amounts available for award to each provider under this RFGA is **\$375,000**. Providers seeking award for both regions must submit a separate application for both.

**Eligibility:** To be eligible to apply for funds, you must have a minimum of three years documented history within the past three years of providing services to children and families as outlined in the Scope of Grant Proposal. Provider(s) must be located in South Carolina and provide services to children in at least two of South Carolina's 46 counties, which must include one of the regions for which this grant is being published.

**How to Apply:** See the Request for Grant Applications (RFGA) in Section III of this document for details regarding information you must include with your submission. You must include a cover letter signed by authorized agent or other agency personnel who can legally bind your entity. Eligible Providers must submit the required documents to the mailing address, physical address, or email listed above.

**Deadline:** The deadline for applications is **August 2, 2022 at 11:00am EST**. The preferred method is email, although paper submission is permitted. Please see physical address *instructions* below. SCDSS will **not** accept proposals received after the deadline. If the physical location named to send applications is closed due to an emergency or unanticipated event, the time specified for receipt of applications will be extended to the same time of day specified in the application on the first workday on which normal office hours resume.

**Questions & Answers:** Questions will be accepted until **5:00 P.M. EST, July 7, 2022** and should be submitted in an easily copied format such as Microsoft Word. All questions must be submitted in writing to Shaneka McDaniel-Oliver at [Shaneka.McDaniel-Oliver@dss.sc.gov](mailto:Shaneka.McDaniel-Oliver@dss.sc.gov). Answers to questions will be posted on the SCDSS website at <https://dss.sc.gov/about/procurement/> on **July 22, 2022, by 5:00 PM EST**.

The final selection of the successful offeror(s) is anticipated to be made and notifications released and posted on the SCDSS website on or before **August 16, 2022, by 5:00 PM EST**. If SCDSS needs more time to make the final selection, a notice of extension will be posted on the website <https://dss.sc.gov/about/procurement/>. The Grant Agreement will be effective when signed by both the Provider and SCDSS. All timely submitted applications from eligible Providers will be considered.

All providers must have a state vendor number to receive reimbursement from SCDSS. To obtain a state vendor number, visit [www.procurement.sc.gov](http://www.procurement.sc.gov) and select New Vendor Registration. (To determine if your business is already registered, go to “Vendor Search”). Upon registration, you will be assigned a state vendor number. Providers must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at <http://www.scbos.com/default.htm>.)

**Additional Physical Address Information:**

Visitors arriving at 1535 Confederate Avenue, Columbia, SC will enter SCDSS through the front entrance and deliver their proposal to Security Personnel.

It may take several minutes to obtain building access and have your application received. Please allow at least thirty (30) minutes for this process of obtaining building access and getting your application delivered. The deadline for applications is identified on this Cover Page. Please plan accordingly as deadline times will not be adjusted and proposals will not be accepted after the deadline stated.

**South Carolina Department of Social Services  
Intensive In-Home Services  
FY 2022-2023 Grant Year Request for Grant Applications (RFGA)**

**I. BACKGROUND**

The South Carolina Department of Social Services (“Department”) is South Carolina’s lead child welfare agency. The Department’s charge is to protect the state’s most vulnerable populations; its mission, to promote the safety, permanency, and well-being of children while strengthening families. To fulfill its objective, the Department is building a system that is trauma-informed, family-centered, strengths-based, culturally responsive, and recognizes that children belong in the least restrictive, most family-like settings possible, where they can thrive and grow.

The Department firmly believes that Intensive In-Home Services can prevent the occurrence and reoccurrence of child maltreatment and enable children and families to remain safely in the home while receiving services.

**SCOPE OF GRANT PROPOSAL**

The Department is soliciting proposals from organizations to deliver intensive in-home services throughout South Carolina. Funds are intended to assist the Grantee in delivering Intensive In-Home Services to families with an open Family Preservation or Foster Care case in the respective region.

Organizations which are eligible to apply for funds must have a minimum of at least a three-year documented history (within the past five years) of providing services to children and families involved with SCDSS and have the documented infrastructure and capacity to ensure service provision for which this grant is being issued.

**II. REQUIRED ACTIVITIES**

The Provider(s) awarded under this grant application shall:

1. Provide time-limited (no longer than 6 months) intensive in-home services to provide youth and families with assistance in diffusing current crises, improving coping skills, and strengthening relationships. Services must be directed at the family’s immediate risk factors or areas of need as identified by a clinical assessment.
2. Provide services in the home or at a location acceptable to the parent(s) or caregiver(s) multiple times per week depending on the needs of the family. Services should be available 24/7, 365 days a year. Sessions should be at least 60-90 minutes in length.
3. Create a comprehensive service plan that is child-focused, family-centered, individualized, strengths-based, culturally responsive and trauma informed. The plan must be informed by the diagnostic assessment and driven by needs and areas of growth.
4. The service plan must be reviewed every two weeks with the family and case manager. Progress must be communicated to the DSS case manager bi-weekly.
5. Initiate contact with the family within 48 hours of the referral received from a county office in the identified region.
6. Staff a team of at least one licensed team leader with a master’s degree in social work, psychology, counseling, or a closely related field. The team leader must also have at least three years of experience providing clinical or crisis-oriented services. The team must also include at least two team members with a bachelor’s degree in social work, psychology, counseling, or a closely related field. The grant will not fund staff positions. The only funding allowable are for direct Intensive In-Home services to the family.

7. Ensure that staff to family ratio does not exceed 1:8 families at a given time and supervisor to worker ratio shall not exceed 1:5 workers at a given time.
8. Ensure that prior to the provision of direct services, staff receive periodic and regular training about relevant child welfare topics including, but not limited to, substance abuse, adolescent development, psychotropic medication and medication management, working with families, concurrent child welfare permanency planning, domestic violence, teen relationship abuse, HIV/AIDS, behavior modification and management, child development disorders, Lesbian, Gay, Bi-sexual, Transgender, Queer and Questioning (LGBTQQI+), gender identity and expression, sexually acting-out, crisis intervention and trauma theory.
9. Ensure that a team member attends Child and Family Team Meetings for all families being served by Intensive In-Home Services.

**A. GRANT REQUIREMENTS**

1. The Provider must allow SCDSS on-site for site visits, audits or both and make records available for financial, programmatic, quality management and other grant-related visits.
2. The Provider must provide, upon request by SCDSS, specific documentation of expenditures included with submitted invoices. The following areas will be reviewed, audited, or both:
  - a. Financial Management: Financial records will be reviewed to assure compliance with generally accepted accounting requirements. The records should provide accurate, current and complete disclosure of financial results. Records must identify the source and application of funds and must be supported by invoices and another source documentation.
  - b. Program Progress: Review progress monthly to ensure deliverables and fidelity compliance with the RFGA. SCDSS will schedule these monthly meetings with identified grantee. Provider must utilize Teams channel provided by the Department for communication and documentation related to this grant.
  - c. Implementation: Services in the region must be available once the grant agreement is signed by both parties.

**B. FUNDING RELATED GRANT REQUIREMENTS**

1. Submission of a budget, budget narrative, plans to implement Intensive In-Home Services.
2. Submission of proposed weekly rate and service intensity.

**Funds may not be used for the following.**

- a. Lobbying
- b. Publicity
- c. Legal fees
- d. Any other item not related to grant conditions

**\*\*Note: Selected Provider must provide a 5% in-kind match \*\***

**C. GRANT REPORTING REQUIREMENTS**

Providers will provide programmatic and financial reports as required by Office of Family and Community Services. These requirements are:

1. Monthly Report due by the 15<sup>th</sup> of the following month: the monthly report will contain the following and be uploaded in the Teams channel:

- a. Detail the names, qualifications, and certification or training status of individuals who are currently providing IIHS.
- b. Number of referrals to IIHS.
- c. Number of current families currently being served by the IIHS team.
- d. Outcomes for families that engage in the program.

**D. GRANT BUDGET**

The grant project period is from the effective date of the Grant Agreement through August 30, 2023. The total dollar amount available will be dependent on approval by SCDSS which shall be based on performance over the aforementioned project period. Determination of award will be based on the merits of the proposed projects as put forth in the grant applications.

Funding Cycle: Effective date of the Grant Agreement through **August 30, 2023.**

**II. INFORMATION FOR PROVIDER TO SUBMIT/SCORING**

To be considered for award all proposals must include, at minimum, responses to the information requested in this section. Scoring points associated with each section are noted in parentheses.

- a. Proposals are limited to a maximum of 25 pages for the narrative. The cover page, budget, budget narrative, resumes, appendices and attachments are not counted against this 25-page limit.
- b. No additional attachments, other than those specified, will be accepted.
- c. Please submit only proposals with 1-inch margins, 12-point font and numbered pages. Single spacing is permissible.
- d. Proposals will be rated on a 100-point scale (narrative points available = 95; reporting and evaluation points available = 5).

Entities applying should restate each of the items listed below and provide their response immediately thereafter.

**ALL INFORMATION SHOULD BE PRESENTED IN THE LISTED ORDER:**

TABLE OF CONTENTS – Provide a **one-page** table of contents document that includes all the items listed below.

1. Program Description
2. Organizational History, Experience and Qualifications
3. Detailed description of implementation plans for Intensive In-Home Services in the respective region
4. Community Collaborations
5. Reporting and Evaluation
6. Budget Narrative\*

**A. APPLICATION SUBMISSION**

Provider shall submit a signed Cover Page and Application addressing all of the above noted points. Application must include one original of:

1. Signed Cover Letter
2. Table of Contents
3. Program Description
4. Organizational History, Experience and Qualifications
5. Implementation plans for Intensive In-Home Services
6. Community Collaborations
7. Reporting and Evaluation
8. Education and Outreach Plan

B. PROGRAM DESCRIPTION (30 POINTS TOTAL)

1. List and describe the planned initiatives to be implemented by your organization and how many people will be reached, impacted, or both by each service.
2. Describe the staffing needed to provide Intensive In-Home Services.
3. Describe the number of staff you will train using these funds.
4. Describe how you propose to reach eligible children and families in the region for which you are applying.
5. Describe how Intensive In-Home Services will fit into the program of services the Provider currently offers.
6. Describe your proposed plan for long-term sustainability and proposed reimbursement rates for the provision of services. **Proposed rates must include rate setting methodology and narrative on how the Provider arrived at the specific rate.**

**Note:** Proposed rates are for informational purposes only and do not guarantee that SCDSS will reimburse the provider for the provision of services at the proposed rate. The proposed rates will **not** factor into the scoring and are for informational purposes only.

C. ORGANIZATIONAL HISTORY, EXPERIENCE AND QUALIFICATIONS (30 POINTS TOTAL)

The Provider must demonstrate the proven ability to accomplish the tasks set forth in the Bringing About Conditions.

1. Describe your record of service, including years of service, to children and families within the communities and counties to be served.
2. Describe your experience implementing programs of comparable size and scope and evidence-based practices within the communities for which they are applying.
3. Describe your capability to utilize and implement technology requirements needed for effective model implementation.
4. Describe the experience your organization has in record keeping of when and how services are provided, evaluating services, and marketing services to the target population. Provide a description of the organization's ability to complete monthly, quarterly, fiscal and programmatic progress reports.
5. Describe how you will track program expenditures and service provision once the organization completes capacity building training.
6. Include resumes of key personnel assigned to manage the program and what they do for the organization.
7. Submit Certificate of Existence, also known as a Certificate of Good Standing, from the Secretary of State. This certificate states that an entity is in good standing with the Secretary of State's Office or otherwise and has, to the best of the Secretary of State's knowledge, filed all required tax returns with the Department of Revenue. The Certificate can be requested via: <https://web.sc.gov/SOSDocumentRetrieval/Welcome.aspx>
8. List any lawsuits that have been filed against the Provider or management of the Provider for all services related to the services that will be provided under this grant in the past 5 years. Include the status and a background on the claim.

D. IMPLEMENTATION STRATEGY FOR INTENSIVE IN-HOME SERVICES (30 POINTS TOTAL)

1. Describe in detail the plan for implementation and operational processes to ensure timely access to care. Provide the clinical assessment that your organization plans to implement with families.
2. Describe how you would integrate and provide a support network, education and training to families.
3. Describe how your organization will work with families to strengthen parental protective capacity, coping skills, and improve over adult, child and family functioning. Provide details regarding service intensity as it relates to the frequency of sessions with the family.
4. Describe how you would integrate and provide a support network, education, and training to staff that are providing Intensive In-home family services.

E. COMMUNITY COLLABORATIONS (5 POINTS TOTAL)

1. List any community-based organizations with which your organization will collaborate. For each organization, define role in the region and area and record of service to members of the community.
2. Describe how your organization will collaborate with local practice partners within the areas to be served. Include how you will coordinate service delivery to ensure proper and timely access to services and to ensure no duplications of delivery occur within the service areas.
3. Describe efforts your organization will make to ensure sustainability (to include alternative funding streams and partnerships).

F. REPORTING AND EVALUATION (5 POINTS TOTAL)

1. Describe the system your organization will use to collect demographic, service provided data, and qualitative data; and to evaluate its success in responding to the identified needs and providing cost-effective services.
2. Describe how you will track outcomes of children and families who receive Intensive In-Home Services.
3. Describe how your organization will approach continuous quality improvement.

## **ATTACHMENT 1**

### **Procedures for Dispute Resolution**

#### **I DISPUTE PROCEDURES FOR GRANT PROGRAM APPLICATIONS DURING THE APPLICATION PROCESS**

The following dispute procedures are available to any community-based organization, local or county program or any other Provider that objects to any requirement(s) as outlined in a Request for Grant Applications (RFGA), amendment to RFGA or does not receive a distribution of funding as a grantee under a federal, state, or combined federal/state grant program. An Provider or grantee that disagrees with any element of the grant requirements or with the distribution of funding is also referred to herein as a “requestor.”

- A. Request or Application for Funding.** Subject to conditions set forth in these procedures, any prospective Provider desiring to file a dispute concerning SCDSS’s proposed evaluation of applications or proposed manner of distribution of funds (as outlined in the RFGA) shall e-mail or fax a Notification of Appeal to the SCDSS Procurement Manager\*, within *three (3) business days* of the posting date of the RFGA or any amendment thereto. The notification of appeal must clearly specify the grounds of the dispute and the relief requested. Within *seventy-two (72) hours* of receipt of a notification of appeal, the Procurement Manager shall render a decision as to the disposition of the dispute and will e-mail or fax written notification of this decision to the prospective Provider. If the prospective Provider is not satisfied with the decision rendered by the Procurement Manager, the Provider shall e-mail, or fax written notification to the SCDSS Program Area Director\* within *two (2) business day* of the date of the written notification of decision from the Procurement Manager. The Procurement Manager will conduct a review and e-mail or fax a written decision to the prospective Provider within *three (3) business days*. The written decision will be final and may not be further appealed by the requestor.
- B. Award to a Provider.** A requestor with a dispute regarding the Notification of Award shall e- mail, fax or mail a Notification of Appeal to the Procurement Manager within *three (3) business days* of the date of posting of the Notification of Award. The notification of appeal must clearly specify the grounds of the dispute and the relief requested. Within *seventy-two (72) hours* of receipt of a notification of appeal, the Procurement Manager shall render a decision as to the disposition of the dispute and will e-mail or fax written notification of this decision to the requestor. If the requestor is not satisfied with the decision rendered by the Procurement Manager, the requestor shall e-mail, or fax written notification to the Program Area Director within *three (3) business days* of the date of the written response from the Procurement Manager. The Procurement Manager will conduct a review and e-mail or fax a written decision to the requestor within *three (3) business days*. The written decision will be final and may not be further appealed by the requestor.
- C. Notice of Decision.** A copy of all correspondence or decisions under this dispute resolution procedure shall be mailed or otherwise furnished immediately to the requestor and any other party intervening



## **II. PROCEDURES FOR GRANT DISPUTES OR CONTROVERSIES REGARDING SCDSS'S EVALUATION OF A GRANTEE'S EXPENDITURES IN THE POST-AWARD PHASE**

- A. **Applicability.** These procedures shall apply to controversies between SCDSS and a grantee when the grantee disagrees with SCDSS's evaluation of an expenditure by the grantee as "not allowed" under the grant program requirements. These procedures constitute the exclusive means of resolving a controversy between SCDSS and a grantee of an awarded grant.
- B. **Grievance.** No later than *thirty (30) calendar days* after receiving notice that the agency's grant program area has denied an expenditure, a grantee must e- mail, or fax written notice identifying any dispute or controversy to the Procurement Manager. The Procurement Manager will, *within thirty (30) calendar days* thereafter, review and attempt to informally resolve the dispute or controversy. If the dispute cannot be mutually resolved within that timeframe, a grantee wishing to continue pursuit of the dispute must e-mail or fax written notice of the dispute to the Procurement Manager within *five (5) business days* following the 30- day review period. The Procurement Manager will, within *ten (10) business days* of receipt of a written notice of the dispute, meet or hold a conference call with the grantee. Within *ten (10) business days* after such consultation with the grantee, the Procurement Manager will e-mail or fax the grantee with a written determination as to his/her decision regarding the disposition of the expenditure. The decision of the Procurement Manager will be final and may not be further appealed by the requestor.

*\* Contacts are listed below:*

<b>Procurement Manager:</b> Shaneka Oliver SCDSS Procurement Director  <u>Mailing Address:</u> 1535 Confederate Ave Columbia, SC 29202 Phone: (803) 898-8182 Email: <a href="mailto:Shaneka.McDaniel-Oliver@dss.sc.gov">Shaneka.McDaniel-Oliver@dss.sc.gov</a>	<b>Program Area Director:</b> Lauren Tinman, M.Ed Director Office of Family and Community Services SCDSS  <u>Mailing Address:</u> 1535 Confederate Ave Columbia, SC 29202 Phone: (803) 603-3031 Email: <a href="mailto:lauren.tinman@dss.sc.gov">lauren.tinman@dss.sc.gov</a>
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